



DEPARTMENT OF THE NAVY
CHIEF OF NAVAL EDUCATION AND TRAINING
250 DALLAS ST
PENSACOLA FLORIDA 32508-5220

CNETINST 12792.1B
Code OOV
18 May 1995

CNET INSTRUCTION 12792.1B

Subj: CIVILIAN EMPLOYEE ASSISTANCE PROGRAM

Ref: (a) CPI 792
(b) OPNAVINST 5355.4

(D)

Encl: (1) CNET Policy Statement

1. Purpose. To publish the Chief of Naval Education and Training (CNET) policy on the Civilian Employee Assistance Program (CEAP).

2. Cancellation. CNETINST 12792.1A

3. Background. The CEAP was established to provide assistance to civilian employees who have problems involving the misuse of alcohol or drugs or any other personal problems which have or may have an adverse effect on job performance. Reference (a) provides detailed guidance for implementing policy and procedures for the CEAP. Reference (b) provides guidance regarding application for "Safe Harbor" under the Navy Drug-Free Workplace Program.

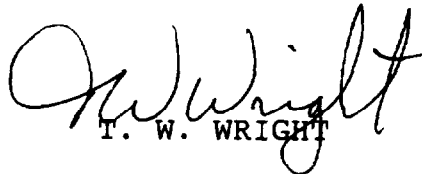
(R)

4. Policy. The CNET policy is to fully comply with the Department of the Navy policy as set forth in references (a) and (b) and as reiterated in enclosure (1). All activity heads and military and civilian managers and supervisors are to fully support this policy.

(R)

5. Responsibility. Responsibility for implementing and administering the CEAP shall be in accordance with references (a) and (b).

(R)


T. W. WRIGHT

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CIVILIAN EMPLOYEE ASSISTANCE PROGRAM (CEAP) POLICY
OF THE CHIEF OF NAVAL EDUCATION AND TRAINING

I am fully committed to the Department of the Navy policy to provide assistance to civilian employees whose job performance is impaired as a direct consequence of alcohol and drug abuse by ensuring that they are afforded reasonable opportunity to correct those performance problems. However, I do not condone employee drug activity or other actions contrary to law, nor will alcohol or drug abuse bar management initiated corrective action, including removal, based on illegal activities or when otherwise warranted.

Military and civilian managers and supervisors are to recognize alcoholism and drug abuse as treatable health problems. Employees having these illnesses will receive the same consideration and offer of assistance that is extended to employees having other illnesses or health problems. Managers and supervisors are to fully support and cooperate in helping affected employees obtain rehabilitative treatment and counseling.

Individuals with prior alcohol or drug abuse or who have requested counseling or referral assistance will not have employment or promotion opportunities jeopardized, and the confidential nature of counseling or medical records of individuals who participate in the program will be preserved.

Individuals with drug abuse problems may request counseling or referral assistance through the Civilian Employee Assistance Program or by request for "Safe Harbor" when the individual meets the required condition for "Safe Harbor" under the Drug Free Workplace Program in accordance with OPNAVINST 5355.4, Chapter II.

Employees who may have an alcohol, drug abuse, or another personal problem are encouraged to voluntarily seek counseling and information from designated CEAP counselors.



T. W. WRIGHT
Vice Admiral, U.S. Navy
Chief of Naval Education
and Training

Enclosure (1)